

LEIGH PARISH COUNCIL

Agenda for the 14th March 2023 Leigh Parish Council meeting (7:00 PM) in Leigh Village Hall

1.	<p><u>APOLOGIES</u></p> <p>Cllr. A Bennett.</p>																																			
2.	<p><u>MINUTES</u></p> <p>Minutes of the 10 January 2023 Leigh Parish Council meeting, previously shared and approved by all via email, for signature.</p>																																			
3.	<p><u>DECLARATIONS OF INTEREST</u></p>																																			
4.	<p><u>CO-OPTION OF NEW PARISH COUNCILLOR</u></p> <p>Cllr C. Dixon – Proposal to Co-opt Mrs Julie Taylor.</p>																																			
5.	<p><u>FURTHER NEW COUNCILLOR SOUGHT</u></p> <p>5.1. <u>Councillor change</u></p> <p>Cllr C. Dixon email 27 March 2023 - intention to step down following 14 March meeting.</p> <p>5.2. <u>Advertisement</u></p> <p>Proposal to advertise in April edition of WVM for a Leigh parish councillor, for co-option at 9 May meeting.</p>																																			
6.	<p><u>APPOINTMENT OF CLERK VICE A MAHOT</u></p> <p>6.1. <u>Proposal by Cllr S. Humphries</u></p> <p>To endorse the appointment of Mr Christopher Cook as the probationary Leigh parish clerk and Responsible Financial Officer (RFO), as from 14 March (with pay, including handover, commencing 1 March).</p>																																			
7.	<p><u>FINANCES OVERVIEW</u></p> <p>7.1. <u>Reconciliation of bank account (see foot of agenda)</u></p> <p>No bank reconciliation, the account stands at £ 21,050.10 on 6th of March.</p> <p>The lost PKF cheque was found and cashed, and the PC received the full VAT reclaim for FY21-22 of 447.08</p> <p>7.2. <u>Sums allocated to various Sub Accounts</u></p> <p>On the 6th of March 2022, the sums allocated to the ‘sub accounts’ stood at</p> <table border="1"> <tr> <td>Play Park</td> <td></td> <td></td> <td></td> <td>£ 2,206.87</td> </tr> <tr> <td>Heritage Signage</td> <td></td> <td></td> <td></td> <td>£ 296.53</td> </tr> <tr> <td>Village Green</td> <td></td> <td></td> <td></td> <td>£ 2,116.40</td> </tr> <tr> <td>Community Infrastructure Funds</td> <td></td> <td></td> <td></td> <td>£ 5,979.60</td> </tr> <tr> <td>Repair and Replace Fund</td> <td></td> <td></td> <td></td> <td>£ 3,000.00</td> </tr> <tr> <td>National Lottery Environment Talks Fund</td> <td></td> <td></td> <td></td> <td>£ 1,333.24</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>£ 14,932.64</td> </tr> </table> <p>This leaves £ 6,117.46 for VAR expenditure as per the FY 2022-23 budget.</p>	Play Park				£ 2,206.87	Heritage Signage				£ 296.53	Village Green				£ 2,116.40	Community Infrastructure Funds				£ 5,979.60	Repair and Replace Fund				£ 3,000.00	National Lottery Environment Talks Fund				£ 1,333.24					£ 14,932.64
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8.	<p><u>APPROVAL OF PAYMENTS</u></p> <p>8.1. <u>Invoices Received & Paid</u></p>																																			

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Invoice Date	Payee	Goods / services received	Amount	Budget line
28-02-23	T Holder	Grass Cutting; February	£ 110.00	VG
30-01-23	HAGS Ltd	Replacement Parts	£ 192.00	PP

HAGS was pre-approved in November Minutes, under Playpark.

Grass cutting paid as contracted, per invoice.

8.2. Upcoming Payments for Approval

To approve A Mahot March salary (14 March last day of pay): 2 weeks * 4h * £11.42 hourly =

To approve C Cook's clerk salary of £12.28/h (SCP10 NALC scale) from 1st of March. Contracted for 4h per week. $(12.28 * 4 * 52.143) / 12 = £213.44$ monthly salary.

To approve establishment of monthly DD/SO for C. Cook as above.

To pre-approve T Holder for payment of grass cutting invoices within contracted amounts, when invoiced.

Date Expected	Payee	Goods / services received	Amount	Budget line
03-04-23	A Mahot	Clerk salary up to 14 th March	£ 91.36	VAR
01-04-23	C Cook	Clerk Salary March	£ 213.44	VAR
01-05-23	C Cook	Clerk Salary April	£ 213.44	VAR

9. PLANS FOR KING CHARLES III CORONATION

Weekend of 6th to 8th May 2023 – A Coronation party team to present project and partial funding request of £500.00.

Proposal: to discuss, and provisionally agree any LPC financial support.

10. ONLINE BANKING

10.1. Update to Financial Regulations.

Propose to consider revised draft at July meeting.

10.2. Electronic payments Process - Authorisations

New RFO as administrator and signatory: C Cook

Remove A Mahot once C Cook established as signatory.

Remove Cllr C Dixon as of 15th March.

Cllr Bennett and Cllr M Read remain signatories.

Approval of a 4th signatory.

11. PROGRESS OF INTERNAL AUDIT RECOMMENDATIONS

11.1. Current 'Contracts and Leases' (as per tab on Council Finance Spreadsheet)

- Snow ploughing contract update: Cllr A Bennett is in discussion with Jason Griffin (Church Farm, Batcombe) for a contract revision.

-Current charge £38 per hour when called upon.

12. PLAYPARK

12.1. RoSPA Playsafety pick up points

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	<p>Cllr Adey's update.</p> <p>12.2. <u>Future equipment project</u></p> <p>Update regarding for future equipment.</p>
13.	<p><u>HIGHWAYS</u></p> <p>13.1. <u>Three Gates speed limit application</u></p> <p>Update regarding Dorset Police position: see Cllr Bennett mail dated 5 March</p> <p>13.2. <u>Litter Pick – January</u></p> <p>Proposal: Expression of thanks to all who participated, with particular thanks to Andrew Little for all that he did with regard to organisation.</p>
14.	<p><u>COUNCIL POLICIES – REVISION</u></p> <p>14.1. <u>Website</u></p> <p>Cllr Adey's update</p> <p>14.2. <u>Next Steps</u></p> <p>Proposal to set up a programme for review of the policies at the July meeting.</p>
15.	<p><u>PARISH CLIMATE CHANGE INITIATIVE</u></p> <p><u>Update:</u> Cllr Dixon</p>
16.	<p><u>PLANNING</u></p> <p>16.1. <u>Applications</u></p> <p>Emails and phone calls have been exchanged following the realisation last month that LPC was receiving the Open License Applications, but not the Planning Applications. Awaiting return from the correct office.</p>
17.	<p><u>CORRESPONDENCE RECEIVED</u></p> <p>17.1. <u>January Crime Report</u></p> <p>Incidents in neighbouring communities. Nothing to report in Leigh.</p>
18.	<p><u>PUBLIC PARTICIPATION / URGENT MATTERS</u></p>
19.	<p><u>OUTGOING VICE CHAIRMAN</u></p> <p>Note from the Chairman and vote of thanks to Cllr Cate Dixon</p>
20.	<p><u>DATES OF NEXT MEETINGS</u></p> <p>Leigh Village Hall, 7:00 PM</p> <ul style="list-style-type: none"> - 9th May (combined annual Village Meeting (1900), to be followed by PC AGM, and PC meeting) - 11th July